

RIVERSIDE SCHOOL PRAGUE EARLY YEARS

Parent Handbook



Our school day

- Children may be dropped off in their classrooms starting at 8:00am. Please accompany your child to their classroom. This is a nice opportunity for your child to show you what they are doing in their classroom or for you to get to know your child's teachers a bit better.
- Our academic day begins at 9:00am, and ends at 3:00 pm each afternoon for both Nursery and Reception. Please be sure that your child arrives by 9:00am each day.
- Nursery children will be dismissed to their parents or caregivers from the Nursery classroom at the end of the schoolday.
- Reception students will be dismissed to their parents or caregivers from the Parent Room at the end of the schoolday.
- Optional after school clubs begin promptly after school, and run until 3:45 pm. Clubs run daily, and change each term. Please note that additional fees may apply for some after school clubs. Children may be collected directly from their club at 3:45.
- Optional extended day care begins at 3:00 pm for those who are not involved in a club, and ends at 5:00pm. Extended day costs 100kc each hour. The Early Years building closes at 5:00pm.



We appreciate your support in making sure your child arrives on time each day, as well as being picked up promptly at the end of the school day. Please be sure that we have phone numbers that you or another individual can be reached at in case of a delay. If you know that you will be delayed collecting your child, please call Lenka as soon as possible so that we can be sure to make this accommodation.

If you would like your child to participate in Extended Day, please let Lenka know by 1:00pm daily. Making last-minute changes to the children's routine can be upsetting for them, so we appreciate your thoughtfulness in letting us know as soon as you can.

Growing in independence

At Early Years, our goal is to develop each child emotionally, socially and academically. We spend a great deal of time learning through social interaction and play. The children are encouraged to openly share their thoughts and ideas. We also practise using kind words and manners with the children on a daily basis, as well as sharing toys and materials, and finding ways to solve any misunderstandings that may arise. Specific behaviour concerns are worked on individually with teachers and parents. We encourage self-care skills amongst the children, including feeding themselves, putting on shoes, buttoning and zipping jackets, and preparing for inclement weather by putting on wet weather or snow clothing. Children are also encouraged to blow their own noses and take care of themselves while using the toilet. You can help your child to be find success with these same skills by encouraging their independence when you drop them off and collect them from school each day. Please allow them to take the time to practice these self-care skills.



Expectations of the children at Early Years

In the building...

- We need to walk in the building, especially down the stairs. We should face forward and take one step at a time. We should not slide on the railing because it is not a safe way to use the stairs.
- We need to be with a grownup when we go upstairs or downstairs. We should not be by ourselves and we should not leave the building alone.
- We are learning to take responsibility for our own spaces and messes. We help to tidy up after ourselves. We should help carry our belongings to our classroom.
- Lenka is working hard downstairs! We try to use our quiet voices when we go downstairs to change our shoes so that she can still do her work.

In the Garden...

- We use stones for building and creating, not for throwing.
- Sticks can be used for building and making up stories. We should not run at our friends while holding sticks.
- Trees are fun to climb, except when there are pots and pans or ribbons hanging from the tree!
- We love to build and play in dens, but we are learning not to hide behind the sheds. The teachers need to be able to see us!
- We ask to go inside to use the toilet so that the teachers know where we are.
- We all help to tidy the garden when we're done playing.

Riverside uniform

Boys

- red sweatshirt with school logo
- red/navy blue polo shirt with school logo
- navy blue shorts (solid; not denim)
- navy blue jogging pants/trousers (not denim)
- Riverside PE kit

Girls

- red sweatshirt with school logo
- red/navy blue polo shirt with school logo
- navy blue shorts (not denim)
- navy blue jogging pants/leggings
- navy blue pleated skirt
- red/white or blue/white striped summer dress
- navy blue logo pinafore; worn with red, white or blue plain shirt underneath
- navy blue, white, or red plain tights
- Riverside PE kit

PE kits should be worn on PE days only, unless requested for a special activity. PE kits must be the Riverside kit.

All students are required to bring separate footwear for both indoors and outdoors, as well as a pair of trainers for PE which can be left at school.

Indoor shoes should not be Crocs or flip-flops. Shoes should not have laces unless your child can lace their shoes independently. All shoes should fit your child's foot well. Shoes that are too big cause falls on their stairs and while playing as they slip off the child's foot.

All items of clothing should be clearly labeled with your child's name, and all clothing should be neat in appearance with no holes.

Jewelry, hair accessories, etc, should not be worn if they cause distraction in the classroom.



Show and share

Our classes make time each Friday for 'show and share', We encourage each child to tell us a few details about what they have brought to school. This is an important opportunity for your child to express themselves verbally in front of a group, also building confidence and language ability. Please help your child to choose just one item to bring to school. Aside from our weekly 'show and share', we ask that other toys be left at home during the week, as toys are easily lost or left behind.



Extended learning

- horse vaulting - *Autumn Term*
- rock climbing - *WinterTerm*
- swimming lessons - *SpringTerm*
- art classes
- library time
- music class
- physical education
- Czech lessons

Student health

If a child becomes unwell during the day, the school will contact the parent by telephone so that, if need be, they can be collected from school. Please be sure to update phone numbers, as well as provide the school with emergency contact information to ensure that you can be reached by staff. Prescribed and over-the-counter medication may be administered by approved members of staff with a signed parental consent form. Please keep your child's medical form updated, so that we can give your child over-the-counter medication if required.

Here are some examples of scenarios when your child should stay home from school:

- fever
- vomiting
- diarrhea

Your child must be symptom-free without the aid of medication for at least 24 hours before returning to school.

If in doubt, please contact the school for excludable conditions. We will make sure that all families are aware of illnesses that have spread to a large number of children.



Lunch and snacks

Each day we will provide your child with a healthy morning and afternoon snack. We involve the children in the food preparation process when possible, teaching them how to wash, cut and peel foods, as well as pouring drinks and serving snacks. We will introduce the children to a variety of different fruits and vegetables, as well as meats, cheeses and breads. We will also ask that children try new foods.

Each family will be asked to make a single payment at the beginning of the school year to cover the cost of daily snacks for their child. Please do not send additional snacks to school with your child. Extended Day will also include a snack for your child.

Hot lunches can be ordered through Fresh and Tasty, the meal service provided by Riverside, but children can also bring a packed lunch if desired. Since we are trying to teach the children healthy eating habits, **please do not send sweets or crisps in their packed lunches.**

Due to staff and children's allergies, we are a nut-free school. Please be sure that your child's home-packed lunch does not include nuts or foods that contain nuts. This includes Nutella.



Communication

Teachers use class websites, information boards and e-mails to communicate about everyday information, as well as special events. A school newsletter is also sent home each weekend, informing families about the upcoming week. Please be looking in your child's book bag or tray for pertinent information. Please also check the parent board for additional information. A printed calendar is sent home monthly. A large calendar is also posted near the front door of EarlyYears.

Our Parent Coffee mornings will be held monthly on a Friday. This is a good opportunity to meet new parents, find out information about activities and curriculum, or ask us questions.

Room Parents will represent each class at Early Years. These parents are a valuable resource for you! You can find out more information about these volunteers on the board outside of the ParentRoom.

If your child will not be at school on a given day, the school's secretary can be called or e-mailed, so that your child's teacher will be aware of their absence that particular day. Please let us know if you intend to pick your child up early from school as well.

All changes in your child's daily routine should be communicated to the school no later than 1:00pm daily.



Early Years' calendar events

Autumn Term

Early Years Open House
Harvest Festival
Riverside Welcome Picnic
Book Fair
Pony Garden visits
Nativity Programme
Picnic to Stromovka Park
Angel Tree
Pumpkin Farm trip
Primary School Santa's Grotto/Christmas Market
Riverside Fireworks Night
Parent Teacher Conferences
Riverside School photos

Winter Term

Bouldering lessons
Ice Skating
Reception Ski trip
World Book Day
Chinese New Year
Mardi Gras
Riverside Easter Egg Hunt
Parent Teacher Conferences

Spring Term

Swimming Lessons
Sports Day
Mother's Day Tea
Early Years & Primary School show
Father's Day Breakfast
Summer Fayre
Open Day/Family BBQ
Parent Teacher Conferences
Spring Book Fair
Last day of school celebration assembly
Activity Week